

25X1A9a

Admin. Assistants, D/SC, D/SG, D/GL, D/GP
[REDACTED]

23 April 1957

Admin. Assistant, OCh/G/RR

1. Attention is hereby called of all the Admin. Assistants in the Geographic Area to a new T/A procedure. In the future, beginning with this pay period, a list is to be made up of everything that is being forwarded along with the T/A's (such as, SF-71's, Dr's. Certificates or any other attachments) and submitted with the T/A's to [REDACTED]. This list is to reflect individual's name, item forwarded, pay period to which it applies and pay period in which it is submitted. 25X1A9a

This list will be retained in St/A and will serve as a record of exactly what has been forwarded to Payroll. It seems that, in the past, Payroll has said that they have not received some of the items we have been sending.

2. Also, St/A asks that in the future anything that is to be forwarded to Payroll be routed to the attention of [REDACTED] St/A/RR, Rm 1003, "M" Building, who, in turn, will forward same to Payroll. Nothing is to be forwarded direct to Payroll without being first routed through St/A. 25X1A9a

3. Then too, when you receive T/A's on individuals who you know have resigned, Payroll is asking that we destroy the T/A instead of returning it to Payroll. For instance as an example, let us say you know someone resigned on the 6th of April and you received a T/A for the pay period covering him from 7 through 20 April. They would like for us to destroy the 7-20 April T/A and any others that might be sent to you on the resigning individual thereafter.

/s/
[REDACTED]

25X1A9a

FOR OFFICIAL USE ONLY